

Concord Zoning Board of Appeals Site Plan Requirements

The Site Plan must contain at least the following:

- ☐ Title information and Project name and address
- ☐ Developer and/or designer's name
- ☐ Date of plan and all revisions
- ☐ Scale, North arrow, and other reference points
- ☐ Locus map at one inch equals four hundred feet (1" = 400')
- ☐ Setbacks, buffer areas, areas not to be disturbed by construction, and no cut/no build areas
- ☐ Location of all structures on site

For commercial and industrial projects, the Site Plan(s) must also contain the following:

- ☐ Names of abutters and relation of site to abutting properties
 - ☐ Existing and proposed topography at two (2) foot intervals
 - ☐ Existing and proposed roadways, driveways, loading and parking areas, walkways and sidewalks
 - ☐ Existing and proposed curbing type, location and details
 - ☐ Existing and proposed easements and right of ways
 - ☐ Existing and proposed street and site lighting and details, including type of fixture and wattage
 - ☐ Existing and proposed drainage measures and drainage computations, stamped and signed by a MA Registered Professional Engineer (P.E.)
 - ☐ Provisions for water and electric services and sewage disposal, including location of connections to street service where applicable
 - ☐ Method and location of refuse storage and disposal
 - ☐ Location of fire hydrants and/or fire alarm boxes, as required
 - ☐ Location, type, size and age of any underground storage tanks
 - ☐ Location and spacing of existing and proposed plant material
 - ☐ Numbers, sizes and types of plant materials
 - ☐ Notation of plants to be removed
 - ☐ Proposed treatment of all ground surfaces (paving, gravel, grading, turf, etc.)
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- For new commercial and industrial construction, a description of erosion and sedimentation control measures, including location and specifications of temporary and permanent measures and a schedule of operations indicating the starting and completion dates for each phase of construction must accompany the plan.
 - If submitting an application that requires Site Plan Review, the applicant must submit the required Site Plan Review application and requested Site Plan information to the Planning Division. Please refer to the Planning Division Site Plan Review Checklist.
 - Unless waived by the Board of Appeals, **ALL** plot plans and site plans must be prepared by a MA Registered Professional Engineer or MA Registered Land Surveyor for property line determinations.